

**INSTRUCTIONS**  
**EXHIBIT B – ATTACHMENT II, 2010 LIHEAP EHA-16 PROGRAM BUDGET**  
**CSD 537E (Rev. 1/12/11)**

**10 – ASSURANCE 16 PROGRAM BUDGET**

Line 1 – Assurance 16 Activities - Enter the amount of funds allocated for Assurance 16 Activities.

**20 – ADMINISTRATIVE BUDGET (ASSURANCE 16, ECIP, AND HEAP)**

Line 1 – Administrative Costs - Enter the amount of funds allocated for Administrative Costs. Administrative costs include salaries, wages, workers' compensation, and fringe benefits for administrative staff, accounting, audit, intake (intake in excess of 2% may be charged as an administrative cost), equipment, facilities, office equipment and supplies, telephone, training and travel for administrative staff, utilities, and miscellaneous expenditures.

**30 – INTAKE PROGRAM BUDGET (ECIP AND HEAP)**

Line 1 – Intake - Enter the amount of funds allocated for Intake activities.

**40- OUTREACH BUDGET (ECIP AND HEAP)**

Line 1 – Outreach – Enter the amount of funds allocated for outreach and related services.

**50 – ECIP/HEAP PROGRAM BUDGET**

Lines 1 through 10 – ECIP/HEAP Program Budget Line Items - Enter the amount of funds budgeted for ECIP EHCS Cooling Service Repairs and Replacements, ECIP EHCS Heating Service Repairs and Replacements, ECIP Water Heater Repair/Replacement, ECIP EHCS Other Program Costs (includes disposal fees, travel credit, HERS Rater etc.), ECIP Wood, Propane, and Oil payments, Severe Weather Energy Assistance and Transportation Services, and HEAP Wood, Propane, and Oil payments. Enter the amounts budgeted for liability insurance, training and technical assistance (limited to 5% of the total ECIP/HEAP consideration allocation), vehicle and equipment (include those purchases that are over \$5,000 per unit), and workers' compensation.

Total ECIP/HEAP Program Budget – Enter the sum of lines 1-10.

**60 – TOTAL BUDGET**

Enter the sum of Sections 10 through 50.

**70 – ECIP PROGRAM HOUSEHOLDS**

Lines 1 through 3 – ECIP Program Households - Enter the number of projected households for ECIP EHCS Cooling Service Repairs and Replacements, ECIP EHCS Heating Service Repairs and Replacements, ECIP EHCS Water Hater Repairs/Replacements, and ECIP Wood, Propane, and Oil.

Total ECIP Program Households - Enter the sum of lines 1 through 4.

**80 – HEAP WOOD, PROPANE, AND OIL HOUSEHOLDS**

Enter the number of projected households for HEAP Wood, Propane, and Oil to be served.

**90 – APPROVED LABOR RATE**

Enter the CSD-approved Contractor labor rate